

## **JOB DESCRIPTION**

**DEPARTMENT:** Engineering  
**POSITION TITLE:** **Project Engineer**  
**REPORTS TO:** City Engineer  
**FLSA CATEGORY:** Full-Time / Exempt / Salaried  
**DATE:** September, 2016

### **DEFINITION**

This position requires a working knowledge of engineering practices and principles as well as the ability to work in a wide variety of settings and environments. The incumbent should be highly motivated and a self-starter with experience in construction, design, drafting, stormwater, traffic, and various other municipal engineering issues.

### **ESSENTIAL FUNCTIONS AND DUTIES**

1. Serves as the project engineer/designer for the design and drafting of in-house city projects.
2. Coordinates with consultants and contractors on city projects.
3. Provides field survey requirements for the department and other city departments.
4. Provides inspections for public works projects.
5. Maintains city design standards and development policy manual.
6. Maintains city inventories for sidewalks, curbs, streets, sewers, etc.
7. Manages the city's Excavation Permit Program.
8. Other duties as assigned.

### **NONESSENTIAL FUNCTIONS AND DUTIES**

1. Assist with city capital project design and project management.
2. Assist with supervision for department interns on city inventories, traffic counts and various other issues.
3. Helps maintain office records and files.
4. Answers questions from the public about city ordinances, codes, and permit requirements.
5. Helps monitor front desk and phones.

### **MINIMUM QUALIFICATIONS**

1. Bachelor of Science in Civil Engineering or other related field with appropriate experience in design, inspection, and construction standards. May take into consideration equivalent professional job-related experience and specialized training.
2. Valid Indiana driver's license.
3. Computer skills with CAD programs and GIS applications, basic word processing, and any engineering design software.

4. Ability to effectively and tactfully communicate with city and community leaders, design professionals, contractors, and the public.
5. Detail oriented and capable of making and keeping accurate records and field surveys.

#### **DESIRED QUALIFICATIONS**

1. Capable of supervising others and directing daily tasks and projects.
2. Able to provide assistance with building inspections in addition to public works inspections.

#### **WORKING ENVIRONMENT**

1. Incumbent spends as much as 50% of the time in the field inspecting the work of others for in-house and other public works projects. The remainder of his/her time will be spent in the office environment maintaining the various inventories for public facilities, designing and detailing in-house public works projects, and assisting in general office functions.
2. Casual and professional dress required for office and meetings. Field dress for in-field inspections and supervision is often required.
3. Incumbent is occasionally required to spend time outdoors inspecting various issues. This requires the ability to walk, climb, stoop, kneel, and crawl. Exposure to all weather conditions and dust is possible.

The above declarations are not intended to be an “all inclusive” list of duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. The above job description may change as necessary to meet the changing needs of the department and the city.